

**STATE OF GEORGIA**  
**PROPOSED RECORDS RETENTION SCHEDULE**

|   |                 |              |
|---|-----------------|--------------|
| <i>This data to be entered by the Records Retention Program</i> | Sheet:          | 1__ of __2__ |
|   | Agency Code:    | 0422         |
|   | Schedule #:     | 2001-0008-01 |
|   | Effective Date: | 02/09/2001   |

**Creating**

**Office:** Criminal Justice Coordinating Council (CJCC)  
503 Oak Place, Suite 540, Atlanta GA 30349

**Application**            **New:** New  
**Type:**                **Amend:**

**Series Title:** Driving Under the Influence (DUI) Fines Remittance Files

**Dates of**

**Series:** 1992 through Ongoing

**Access:** Open

**Function**

**Documented:** Per authority O.C.G.A. 15-21-112, a share of monies collected from DUI convictions statewide is deposited in the Georgia Crime Victims Emergency Fund and used to compensate crime victims who meet certain criteria. This program is administered by the Criminal Justice Coordinating Council (CJCC) which receives monthly notices from each court in the state, detailing the number of DUI convictions in a given jurisdiction, along with a copy of the check, which was submitted to and deposited in the Fund.

**Consists of:** Remittance Reports with copies of the checks remitted and any additional documentation provided by the courts.

**Arrangement:** By county, specific court within the county, chronological.

**Indexed by:** Computer Indexed in Fines Management Information System under DUI Management System, then under court ID number.

**Retention Requirement:** Three (3) years.

**State Law or Regulation:** 0  
**Federal Law or Regulation:** 0  
**Audit Period:** 0  
**Administrative Need:** Three (3) years.

**Standard**

**Cutoff Event:** End of calendar year.

**Total**

**Retention:** Temporary Record - Three (3) years.

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*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

Authorized by: L. Gale Buchner, Director 04/02/01  
Agency Head, or Designee (type name and title here) Date

Concur: Barbara Reynolds, Division Director 04/02/01  
Creating Office Administrator (type name and title here) Date

Submitted by: Shirine Williams, Dep. Dir. 04/02/01  
Records Management Officer (type name and title here) Date

*The State Records Committee approves this recommended retention period for the named records series by the named creating office.*

Signed: David Carmicheal 4/3/01  
David Carmicheal, Secretary of State Designee Date